
Mississippi Management and Reporting System

Department of Finance and Administration

MMRS MASH/Training Materials		
8201	LSO Training Administrator	Date Revised: 10/26/2016
		Version: 2

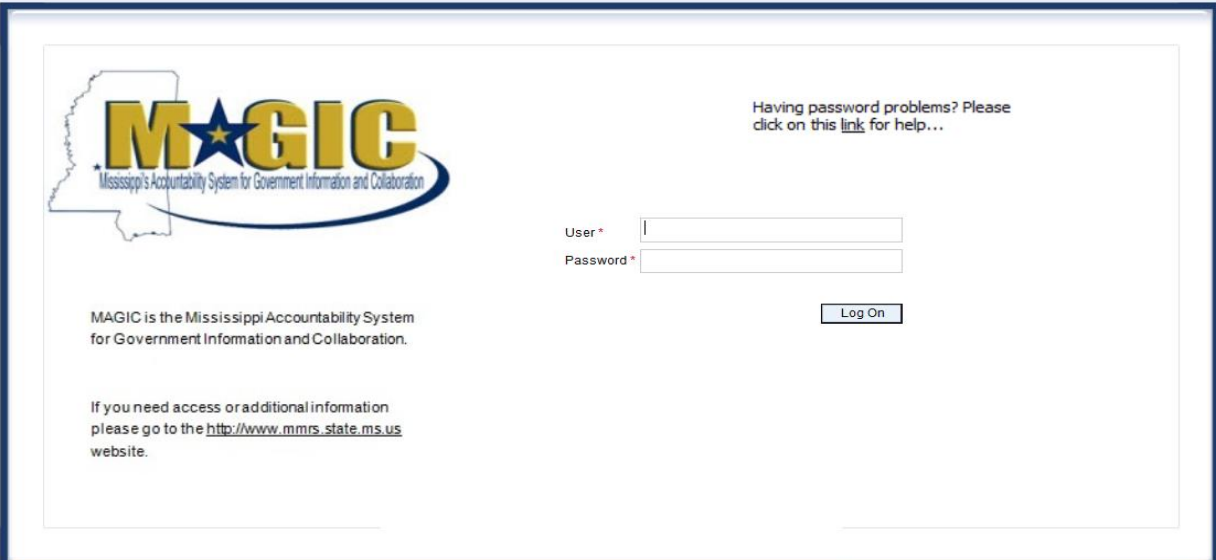
Magic Portal Logon Information	3
Schedule A Course (Class)	4
Manage Course Participation	11
Firmly Book A Course	15
View Or Print Roster	18
Manage Course Follow-Up.....	21
Printing Course Certificate	26

Magic Portal Logon Information

The website address used to access MAGIC is: <https://portal.magic.ms.gov/irj/portal>.

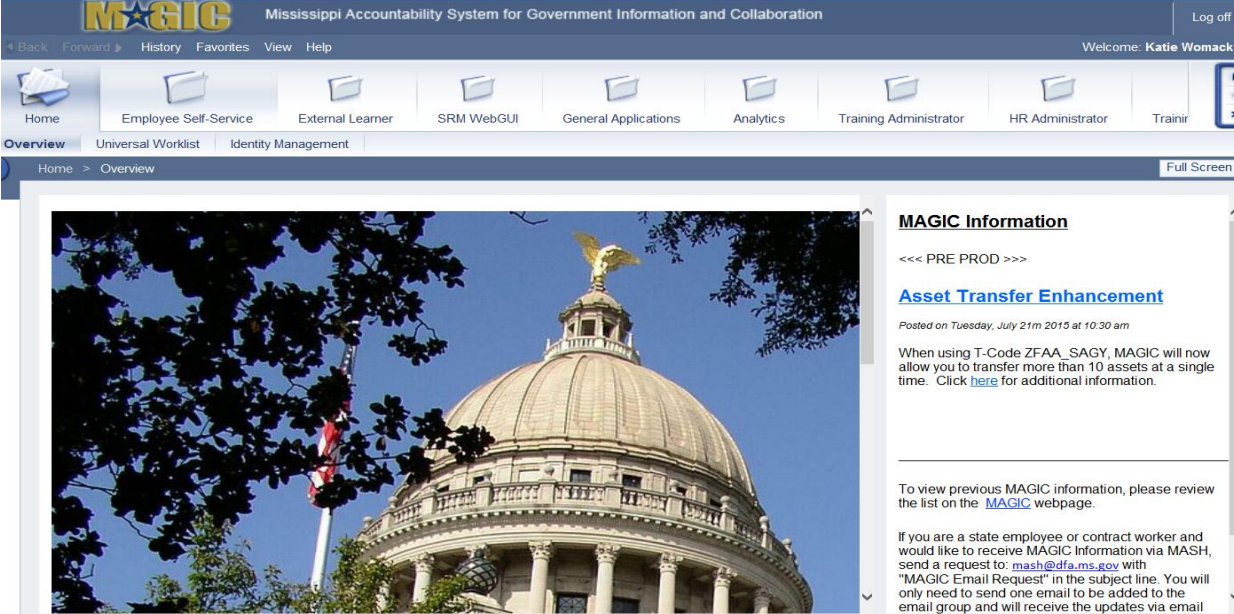
Note: If you have difficulty with viewing the training course, please review [MAGIC Technical Requirements](#) on the MMRS website for compatibility issues.

If you have problems with your user ID or password, call the MMRS Call Center at 601-359-1343. Select Option 1 (Security), Sub-option 1 (MAGIC).



The screenshot shows the MAGIC logon page. On the left is the MAGIC logo, which includes a map of Mississippi and the text "MAGIC Mississippi's Accountability System for Government Information and Collaboration". To the right of the logo is a login form with fields for "User *" and "Password *", and a "Log On" button. Above the form, there is a link for password help: "Having password problems? Please click on this [link](#) for help...". Below the login form, there is a message: "MAGIC is the Mississippi Accountability System for Government Information and Collaboration." and another message: "If you need access or additional information please go to the <http://www.mmrs.state.ms.us> website."

Once you log into MAGIC the following screen will appear.



The screenshot shows the MAGIC dashboard after a successful login. The top navigation bar includes the MAGIC logo, the system name "Mississippi Accountability System for Government Information and Collaboration", and a "Log off" link. Below this is a "Welcome: Katie Womack" message. The main navigation area features a row of icons for "Home", "Employee Self-Service", "External Learner", "SRM WebGUI", "General Applications", "Analytics", "Training Administrator", "HR Administrator", and "Trainin". Below these icons are tabs for "Overview", "Universal Worklist", and "Identity Management". The "Overview" tab is selected, showing a large image of the Mississippi State Capitol dome. To the right of the image is a "MAGIC Information" section with a "PRE PROD" status, a link for "Asset Transfer Enhancement", and a post date of "Tuesday, July 21st 2015 at 10:30 am". Below this is a section for "MAGIC Email Request" with instructions for state employees or contract workers to request MASH information via email.

Schedule A Course (Class)

The purpose of this procedure is to schedule a session of a course type from the catalog.

Your Action...	System Response...
1. Select the Training Administrator Tab.	The following screen will appear.

The screenshot shows the MAGIC Training Administrator interface. The left sidebar has a 'Courses' menu item highlighted in red. The main content area displays the 'Worklist of Courses' with a table of course details.

Course Name	Status of Course Preparation	Capacity	Start Date, Time	Location
TEST ONLINE COURSE	◇	00/00		
ACCESS CHANNEL FOR EMPLOYEES	◇	00/00		
BASIC SUPERVISORY COURSE - CENTRAL	◇	00/00	04/28/2016 08:30:00	SOUTH MS STATE HOSPITAL
CERTIFIED MS PURCHASING AGENT (CMPA)	◇	00/00	04/28/2016 08:30:00	WOOLFOLK
CPM LEVEL II - CENTRAL	◇	00/00	05/02/2016 08:30:00	WOOLFOLK

Your Action...	System Response...
1. Select Courses .	
2. Select Schedule a Course Date .	The Create Course Date screen will appear.

Schedule a Course Date - State of Mississippi - MAGIC Portal - Windows Internet Explorer

https://portal.magic.ms.gov/ij/portal?NavigationTarget=navurl%3A%2F%2Fd4a869201cca35250b0ec49e375e814&ExecuteLocally=true&CurrentWindowId=WD1462286961776&supportInitialNavNodesFilter=true&PrevNavTarget=

Options ▾


Create Course Date

Start Close

Period: 01/01/2016 - 12/31/2016 [Change Period](#)

☒ Search in Course Catalog
☐ Keyword Search

Course Group	Delivery Method	Availability	Start Date	Location
Legacy Conversion			01/01/1900	
SOMS Catalog			01/01/1900	
Unassigned Course Types				

Your Action...	System Response...
3. Select the  next to the SOMS Catalog .	A list of agencies providing training will appear.

Create Course Date

Start Close

Period: 01/01/2016 - 12/31/2016 [Change Period](#)

☒ Search in Course Catalog
☐ Keyword Search

Course Group	Delivery Method	Availability	Start Date	Location
▼ SOMS Catalog			01/01/1900	
▶ Dept of Employment Security Catalog			01/01/1900	
▶ Finance and Administration Catalog			01/01/1900	
▶ Dept of Human Services Catalog			01/01/1900	
▶ MS Development Authority Catalog			01/01/1900	
▶ Department of Health Catalog			01/01/1900	
▶ Public Employees Retirement Sys. Catalog			01/01/1900	
▶ State Personal Board Catalog			01/01/1900	
▶ Unassigned Course Types				

Your Action...	System Response...
4. Locate the agency providing the training course.	A list of training Course Groups will appear.

Create Course Date [Help](#)

Start **Close**

Period: 01/01/2016 - 12/31/2016 **Change Period**

☒ Search in Course Catalog
☐ Keyword Search

Course Group	Delivery Method	Availability	Start Date	Location
▼ Finance and Administration Catalog			01/01/1900	
▶ GENIE			01/01/1900	
▪ SAAS			01/01/1900	
▶ PROFESSIONAL DEVELOPMENT			01/01/1900	
▶ STIMULUS 360			01/01/1900	
▶ ACCESS CHANNEL FOR EMPLOYEES			01/01/1900	
▶ MATA/CONTRACT AWARD			01/01/1900	
▼ SPAHRS			01/01/1900	
▶ SPAHRS MANAGE CONTRACTS T...	Instructor-led Training		01/01/1990	
▶ SPAHRS HUMAN RESOURCES T...	Instructor-led Training		01/01/1990	
▶ SPAHRS PAYROLL A TO Z	Instructor-led Training		01/01/1990	
▶ SPAHRS TRAVEL TRAINING	Instructor-led Training		01/01/1990	
▶ COGNOS			01/01/1900	
▶ PROGRAMMING			01/01/1900	
▶ MS ENTERPRISE LEARNING MGMT SYS			01/01/1900	
▶ PAYMODE			01/01/1900	
▶ DFA-MMRS STAFF ONLY			01/01/1900	
▶ SPREADSHEET			01/01/1900	
▶ MAGIC END USER TRAINING			01/01/1900	

Your Action...	System Response...
5. Select the Course Group and highlight the Course to be taken.	
6. Select Start .	The Create Course Date screen will appear.

Create Course Date

E 50000250 Status: Planned Start Date/End Date: 04/11/2016 - 12/31/9999 Location: Course Owner: Delivery Method: Instruct:

Course Duration: 0.00 Hours on 0 Days Language: English Places Available: 14

Basic Data Rooms and Materials Instructors Qualifications and Target Groups Prices and Costs Links Control Parameters

General

Name: CUSTOMIZING EXCEL 2000 AND USING MACR
Short Text: * QCEX2K4
Assigned Course Group: ITS SPREADSHEET
Course Language: English
Location: *
Training Provider:
Status: Planned
Organization: Internal
Booking: Booking Allowed

Description

Text Language: English
Description Course Content Notes More...

Description Type: Extended Course Text
Enter description below:

Schedule

Earliest Possible Start Date:
Course Start: Saturday, 00/00/0000, 00:00 Tm.
Course End: Saturday, 00/00/0000, 00:00 Tm.
Duration: 0.00 Hours on 0 Days

Price

Internal Price: 150.00 USD
External Price: 450.00 USD

Your Action...	System Response...
7. Search for the desired Location* by selecting <input type="button" value="Find"/> .	The Course Location (Title): All Values search screen will appear.

Course Location (Title): All Values

 Personal Value List Settings

Search term:

☒ Restrict Number of Value List Entries To 500

Your Action...	System Response...
8. Select Start Search to find the desired location.	A List of available Locations will appear.

Description


Course Location (Title): All Values

[Personal Value List Settings](#)

Search term:

☒ Restrict Number of Value List Entries To

Object abbr.	Name	Start date	End Date
301 BLDG	ROBERT G CLARK BLDG	01/01/1900	12/31/9999
AG-ETHNIC	AG & FORESTRY MUS - ETHNI...	01/01/1900	12/31/9999
AMORY WIN	AMORY WIN CTR	01/01/1900	12/31/9999
ARCHIVES	ARCHIVES AND HISTORY	01/01/1900	12/31/9999
BATSVLE-WIN	BATESVILLE WIN CTR	01/01/1900	12/31/9999
BILOXI-WIN	BILOXI WIN CTR	01/01/1900	12/31/9999
BRKHVN-WIN	BROOKHAVEN WIN CTR	01/01/1900	12/31/9999
CARTHG-WIN	CARTHAGE WIN CTR	01/01/1900	12/31/9999
CLRKSDL-WIN	CLARKSDALE WIN CTR	01/01/1900	12/31/9999
CLVLND-WIN	CLEVELAND WIN CTR	01/01/1900	12/31/9999

Your Action...	System Response...
9. Select the desired location by highlighting the row and select the OK .	The system will populate the location on the Create Course Date.
10. Search for the Training Provider by selecting the  .	The Training Provider search screen will appear.

Create Course Date

Training Provider

Search Term:

Select Course Provider Type

Provider Type:

Find

List

Provider	Provider ID	Provider Ty...	Organization
ITS - Information ...	7000000177	Customer	
ITS - Internal Serv...	7000000178	Customer	
ITS - Security Ser...	7000000179	Customer	
ITS - Telecommun...	7000000180	Customer	
ITS - WCC Operat...	7000000181	Customer	

Select **Close**

Your Action...	System Response...
11. Enter agency name and select the Find .	
12. Highlight the desired training provider and choose Select .	The system will populate the training provider on the Create Course Date.

Create Course Date [Help](#)

E 50000321 Status: Planned Start Date/End Date: 05/02/2016 - 12/31/9999 Location: ROBERT G CLARK BLDG Course Owner: Delivery Method: Instructor-led Training
 Course Duration: 6.00 Hours on 2 Days Language: English Places Available: 15

[Save](#) [Close](#)

Basic Data Rooms and Materials Instructors Qualifications and Target Groups Prices and Costs Links Control Parameters Contacts Status Overview Participants

General
 Name: SPAHRS MANAGE CONTRACTS TRAINING
 Short Text: * DFACW
 Assigned Course Group: SPAHRS
 Course Language: English
 Location: * ROBERT G CLARK BLDG
 Training Provider: DFA - MMRS US-Jackson
 Status: Planned
 Organization: Internal
 Booking: Booking Allowed

Description
 Text Language: English
 More...
 Description Type: Extended Course Text
 Enter description below:
[Edit](#)

Schedule
 Earliest Possible Start Date: 05/02/2016
 Course Start: Monday, 05/02/2016, 08:30 Tm.
 Course End: Tuesday, 05/03/2016, 16:00 Tm.
 Duration: 6.00 Hours on 2 Days
[Change Schedule](#)

Price
 Internal Price: 0.00 USD
 External Price: 0.00 USD

Capacity
 Course Min/Opt/Max: * 1 8 15

Your Action...	System Response...
13. Use the drop down menu for Organization to select “Internal” or “External.”	
14. Select the Change Schedule .	The Change Schedule screen will appear.

Change Schedule [Close](#) [Help](#)

Earliest Possible Start Date: 05/02/2016
 Schedule Model: ONE HALF DAY
 Weekday: Any
☐ Period Without Days Off
☐ Recurring Dates
[Apply Changes](#)

Schedule
[Change Manually](#) [Add Period](#) [Delete Period](#) [Personalize](#)

Date	Weekday	Start Time	End Time
05/02/2016	Monday	08:30:00 am	11:30:00 am
05/03/2016	Tuesday	01:00:00 pm	04:00:00 pm

[OK](#) [Cancel](#)

Your Action...	System Response...
15. Select the Change Manually to enter a date and time.	
16. Enter the date and Schedule and select Apply Changes .	
17. Select OK .	The changes will appear on the lower level.
18. Select the Save .	A Course created message will appear at the top left hand corner.
19. Select the Close .	

Manage Course Participation

Use this procedure to add participants to a course.

Your Action...	System Response...
1. Select the Training Administrator Tab .	

The screenshot shows the MAGIC web application interface. The top navigation bar includes 'Home', 'Employee Self-Service', 'External Learner', 'SRM WebGUI', 'General Applications', 'Analytics', 'Training Administrator' (selected), 'HR Administrator', and 'Trainin'. The left sidebar contains a tree view with 'Work Overview', 'Courses' (highlighted), 'Participation', 'Correspondence', 'Catalog', 'Content Administration', 'Resources', 'Infrastructure', and 'Services'. Under 'Services', 'Course' is expanded, and 'Manage Course Participation' is highlighted. The main content area displays the 'Worklist of Courses' with a table of courses. The table has columns for Course Name, Status of Course Preparation, Capacity, Start Date, Time, and Location. The courses listed are: TEST ONLINE COURSE, ACCESS CHANNEL FOR EMPLOYEES, CPM LEVEL II - CENTRAL, and KEEPING IT SAFE 2015-2016.

Your Action...	System Response...
2. Select Courses .	
3. Select Manage Course Participations .	The Manage Course Participations screen will appear.

Your Action...	System Response...
4. Select the SOMS Catalog .	A list of agencies providing training will appear.

Page 12 of 31

Your Action...	System Response...
5. Locate the agency providing the training course.	A list of training Course Groups will appear.
6. Select the Course Group and highlight the Course to be taken.	
7. Select Start .	The Manage Course Participation screen will appear.

Manage Course Participations

E 50000250 Status: Firmly Booked Start Date/End Date: 04/20/2016 - 04/20/2016 Location: ROBERT G CLARK BLDG
 Course Duration: 8.00 Hours on 1 Days Language: English Places Available: 14

[Close](#)

Participants Basic Data Rooms and Materials Instructors Qualifications and Target Groups Prices and C

Capacity
 Minimum: 3 Optimum: 9 Maximum: 14

Booked Participants (0) Cancelled participants (0) Prebookings (0) Waitlist (0)

[Book Additional Participants](#) [Change Participation](#) [Cancel Participation](#) [Replace Participant](#) [Rebook Participant](#) [Change Fee](#)

Participant	Company	Booking Priority	Places	Fee	Currency

Your Action...	System Response...
8. Select Book Additional Participants .	The Book Additional Participants screen will appear.

Book Additional Participants


Places Available: Normal Bookings: 7 Essential Bookings: 4

Additional Participants

[Add Row](#) [Delete Row](#)

* Participant	Company	Booking Priority	Places	Fee	Currency	Settlement Met...	Settlement De...
		Normal	1	10.00	USD		

[OK](#) [Cancel](#)

Your Action...	System Response...
9. Select the  on the first row by Participant.	The Select Participants screen will appear.
10. Enter a name in the Search Term Field and select “Find.”	

Select Participants

Participant




Search Term:

Select Participant Type

Participant Type:

Find

List

	Participant	Participant Ty...	Organization	
	Smith , James B	Person	05000070	
	Smith , Cynthi...	Person	09414045	
	Smith , David A	Person	07110282	
	Smith , Debra...	Person	03721908	
	Smith , Veronica	Person	06710307	

Select

Close

Your Action...	System Response...
11. Highlight the person to be added to the course and choose Select .	The system will populate the Person on the Book Additional Participants screen.

Additional Participants

* Participant	Company	Booking Priority	Places	Fee	Currency	Settlement Method	Settlement Details
James B Smith B	05000070	Normal	1	150.00	USD	Activity Allocation	Cost Center: 1501...
		Normal	1	150.00	USD		

Your Action...	System Response...
12. Select OK .	A Participant was successfully booked message will appear at the top left hand corner.
13. Select Close .	

NOTE: If more than one person needs to be added to the course, select the “Add Row” button.

Firmly Book A Course

The purpose of this procedure is to change a class to a “firmly booked” status. When a course status is “planned,” participant priority can be changed. Note that no emails will be sent to participants until a course is listed as “firmly booked.” You will not be able to firmly book a course if no participants have registered.

Your Action...	System Response...
1. Select the Training Administrator Tab .	
2. Select Work Overview .	The Worklist of Courses screen will appear.

MAGIC Mississippi Accountability System for Government Information and Collaboration

Welcome: Katie Woma

Navigation: Home, Employee Self-Service, External Learner, SRM WebGUI, General Applications, Analytics, **Training Administrator**, HR Administrator, Trainir

Overview | Reports

Training Administrator > Overview > Work Overview

Work Overview

Worklist of Courses

Active Queries

Courses: [This Week \(26\)](#) [Next 2 Weeks \(38\)](#) [This Month \(0\)](#) [Next Month \(0\)](#)

Course Follow-up: [Last 2 Weeks \(0\)](#) [Last Month \(0\)](#)

Courses - This Week

[Change Query](#) [Define New Query](#) [Personalize](#)

View: [Standard View] [Change Course](#) [Manage Participation](#) [Correspondence Worklist](#) [Follow-Up](#) [Firmly Book](#) [Filter Settings](#)

[Print Version](#) [Export](#)

Course Name	Status of Course Preparation	Capacity	Start Date, Time	Location
TEST ONLINE COURSE	◇	○○○		
ACCESS CHANNEL FOR EMPLOYEES	◇	○○○		
CPM LEVEL II - CENTRAL	◇	○○○	05/02/2016 08:30:00	WOOLFOLK
KEEPING IT SAFE 2015-2016	◇	○○○	05/04/2016 08:30:00	REGIONS PLAZA
KEEPING IT SAFE 2015-2016	◇	○○○	05/10/2016 08:30:00	REGIONS PLAZA

Last Refresh: 05/03/2016 12:16:18 pm CST [Refresh](#)

Your Action...	System Response...
3. Select Change Query .	This action will allow you to refine the courses shown on the Worklist.

Worklist of Courses

Change Query 'Next 2 Weeks' (Object Type: Course Next 2 Weeks)

Delivery Method

Delivery Method:

Language

Language:

Location

Location:

Period in the Past

Period in the Past:
 Unit:

Period in the Future

Period in the Future:
 Unit:

Period

Period:
 End:

Preview

Criteria Personalization

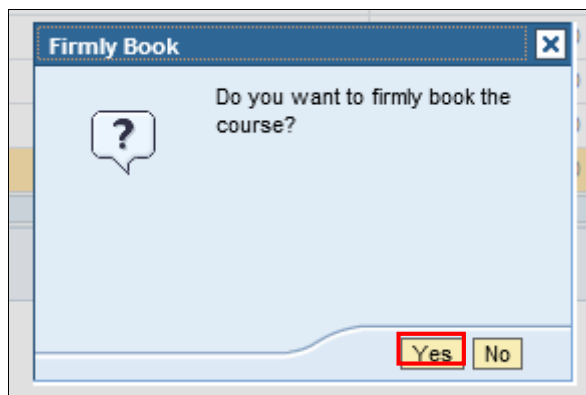
Apply

Cancel

Your Action...	System Response...
4. Apply any changes to search parameters by selecting or drop down boxes.	
5. Then select Apply .	Your search results will show on the Worklist of Courses

Courses - Next 2 Weeks			
View: [Standard View] [Change Course] [Manage Participation] [Correspondence Worklist] [Follow-Up] Firmly Book [Print Version] [Export]			
Course Name	Status of Course Preparation	Capacity	Start Date, Time
HOT BUTTONS: USING PERSONALITY TYPE TO M	◇	○○●	04/12/2016 08:30:00
HUMAN RESOURCE CERTIFICATION PROGRAM-PRO	◇	○○●	04/21/2016 08:30:00
HOT BUTTONS: USING PERSONALITY TYPE TO M	◇	○○●	04/20/2016 08:30:00
CPM LEVEL I	◇	○○●	04/20/2016 08:30:00
CUSTOMIZING EXCEL 2000 AND USING MACROS	◇	○○●	04/20/2016 08:30:00

Your Action...	System Response...
<p>6. Select the course that needs to be firmly booked by highlighting the row and select the Firmly Book.</p> <p>NOTE: You cannot change a course to firmly booked unless someone has registered.</p>	A Firmly Book screen will appear.



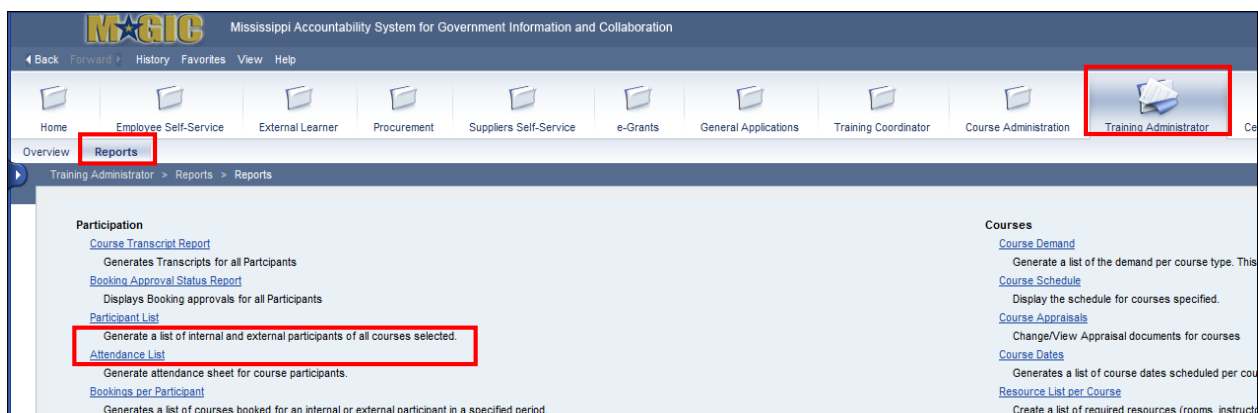
Your Action...	System Response...
7. Select Yes .	A "Course was firmly booked" message will appear at the top left hand corner.

View Or Print Roster

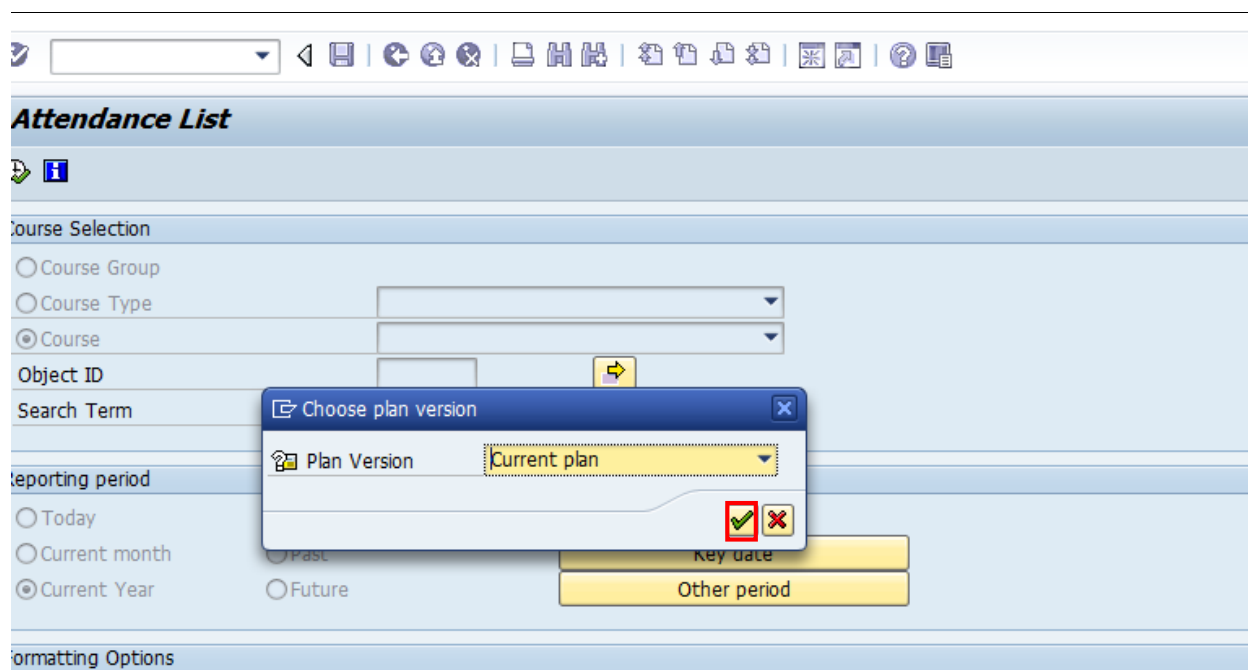
The purpose of this procedure is for Training Administrators to print or view the roster for a class for their agency. Attendees must be approved by their agency approver before they will appear on this report.



NOTE: SAP GUI is required for this procedure.

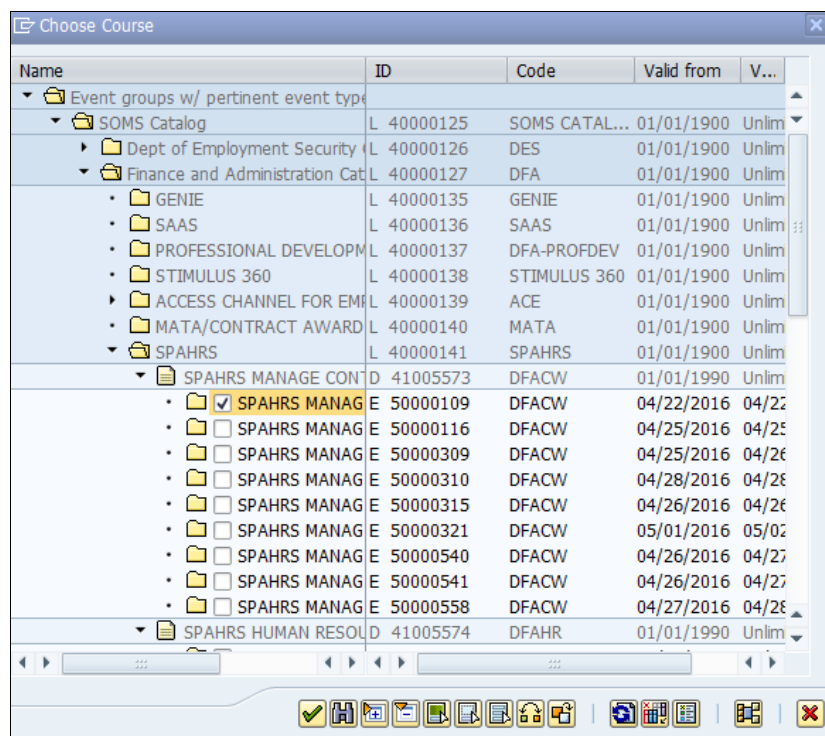
Your Action...	System Response...
1. Select the Training Administrator Tab .	
2. Select Reports .	A list of reports appears.








Your Action...	System Response...
3. Select Attendance List .	The Attendance List screen will appear.



Your Action...	System Response...
4. In the Course Field select Instructor-Led .	The Choose plan version window will appear.
5. Select the  box for Current Plan.	
6. Select the  for the Object ID in order to search for the class roster.	The Choose Course screen will appear.



Your Action...	System Response...
7. Place a check in the box to select the class.	
8. Select  .	The Object ID(s) transferred message will appear on the bottom left hand side of the screen.
9. Set the reporting period if you would like to narrow the results for that class offering. Then select the  execute button on the top of the screen.	The Participant List will appear.

Participant List		
 WinWord	 Organizational Assignment	 Alphabetically
04/14/2016	Course Attendance List	1
SPAHRs PAYROLL A TO Z of 04/15/2016 - 04/15/2016		
Course Language E		
Please complete missing participants' names in block letters		
Participant	Org. Assignment	Signature
Susan Perry	01610393	
Catherine E Wagoner E	01610118	

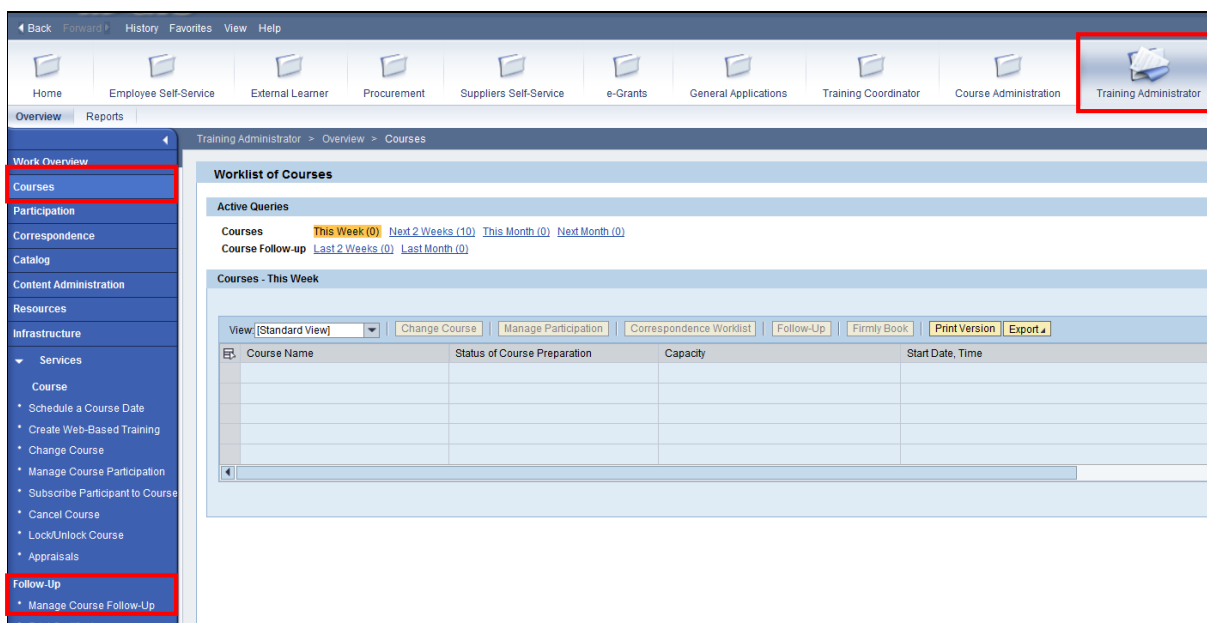
Your Action...	System Response...
10. Select WinWord to open it in Microsoft Word to be able to print the roster.	

NOTE: You may have to close other Word applications in order for the roster to print.

Manage Course Follow-Up

The purpose of this procedure is to follow up on courses, including attendance, pass/fail results, and proficiency if applicable.

Your Action...	System Response...
1. Select the Training Administrator Tab.	The following screen will appear.



Your Action...	System Response...
2. Select Courses.	
3. Select Manage Course Follow-up.	The Course Follow-Up screen will appear.

Course Follow-Up

1 Select Course 2 Confirm Attendance 3 Evaluate Participants 4 Transfer Qualification 5 Review and Save 6 Complete

Previous Next Close

Select a course for follow-up

Course Name: Location:

Period: Start Date: End date:

☐ Include courses that have already been followed up

Search Results

Course	Delivery Method	Start Date	End Date	Location
SPAHR PAYROLL A TO Z	Instructor-led Training	04/22/2016	04/22/2016	ROBERT G CLARK BLDG

Your Action...	System Response...
4. Enter the Course Name ; the parameters can be narrowed using the date range or location.	
5. Select Go .	The Select Course screen will appear.

Course Follow-Up

1 Select Course 2 Confirm Attendance 3 Evaluate Participants 4 Transfer Qualification 5 Review and Save 6 Complete

Previous **Next** Close

Select a course for follow-up

Course Name: Location:

Period: Start Date: End date:

☐ Include courses that have already been followed up

Search Results

Course	Delivery Method	Start Date	End Date	Location
<input type="checkbox"/> SPAHR PAYROLL A TO Z	Instructor-led Training	04/22/2016	04/22/2016	ROBERT G CLARK BLDG

Your Action...	System Response...
6. Highlight the desired course by selecting the gray box in front of the course and select Next .	The Confirm Attendance screen appears.

Course Follow-Up

Selected Course SPAHRS PAYROLL A TO Z

1 2 3 4
Select Course Confirm Attendance Evaluate Participants Transfer Qualifications

Previous Next Close

Select the attendance of the participants

Participant	Attendance
Perry, Susan	Unconfirmed
Wagoner, Catherine E	Unconfirmed

All Present All Absent

Your Action...	System Response...
7. Select the drop down arrow to mark the attendance as present, absent, or unconfirmed. You can also use the box to mark All Present or All Absent .	
8. Select Next to continue to Evaluate Participants	The Evaluate Participants screen will appear.

Course Follow-Up

Selected Course SPAHRS PAYROLL A TO Z

1 2 3 4

Select Course Confirm Attendance Evaluate Participants Transfer Q

◀ Previous **Next ▶** Close

Assess the participants by selecting the appropriate value

Participants			
Participant	Participant Assessment	Reason for Not Passing	
Perry , Susan	Course Passed ▼		
Wagoner , Catherine E	Course Passed ▼		

All Passed **All Not Passed**

Your Action...	System Response...
9. Select the drop down arrow to mark the participants as "Course Passed," "Course Failed," or "Not Rated" if applicable. The "All Passed" or "All Failed" button can be used to select all.	
10. Select Next to move onto the Transfer Qualification section.	The Transfer Qualification screen will appear.

☒ No qualifications were found which could be transferred

1 2 3 4 5 6

Select Course Confirm Attendance Evaluate Participants **Transfer Qualification** Review and Save Completed

Previous **Next** Close

Select the proficiency of the participants

Your Action...	System Response...
11. Select the drop down box to select the correct qualification. Not all courses have qualifications.	
12. Select Next .	The Review and Save screen will appear.

Course Follow-Up

Selected Course SPAHRS PAYROLL A TO Z

1 2 3 4 5

Select Course Confirm Attendance Evaluate Participants Transfer Qualification **Review and Save**

Previous **Next** Close

Review the entries for the course and save

☒ Flag course as followed-up when saving data

Participants						
Participant	Attendance	Participant Assessment	Reason for Not Passing	Qualification	Proficiency	
Perry , Susan	Present	Course Passed				
Wagoner , Catherine E	Present	Course Passed				

Your Action...	System Response...
13. The “Flag Course as followed-up when saving data” box MUST be checked in order to flag the course as followed-up.	
14. Select Next .	A “Detailed follow-up information has been saved” message will appear at the top left hand corner.
15. Select Close .	

Printing Course Certificate

The purpose for this procedure is to allow Training Administrators to provide a certificate of completion to participants in a course. There is a required template that is used to complete this process; administrators must have it saved on the computer. This action will also require SAPGUI installation on the computer to be used to print the certificate.


Your Action...	System Response...
1. Select the Training Administrator Tab .	The following screen will appear.

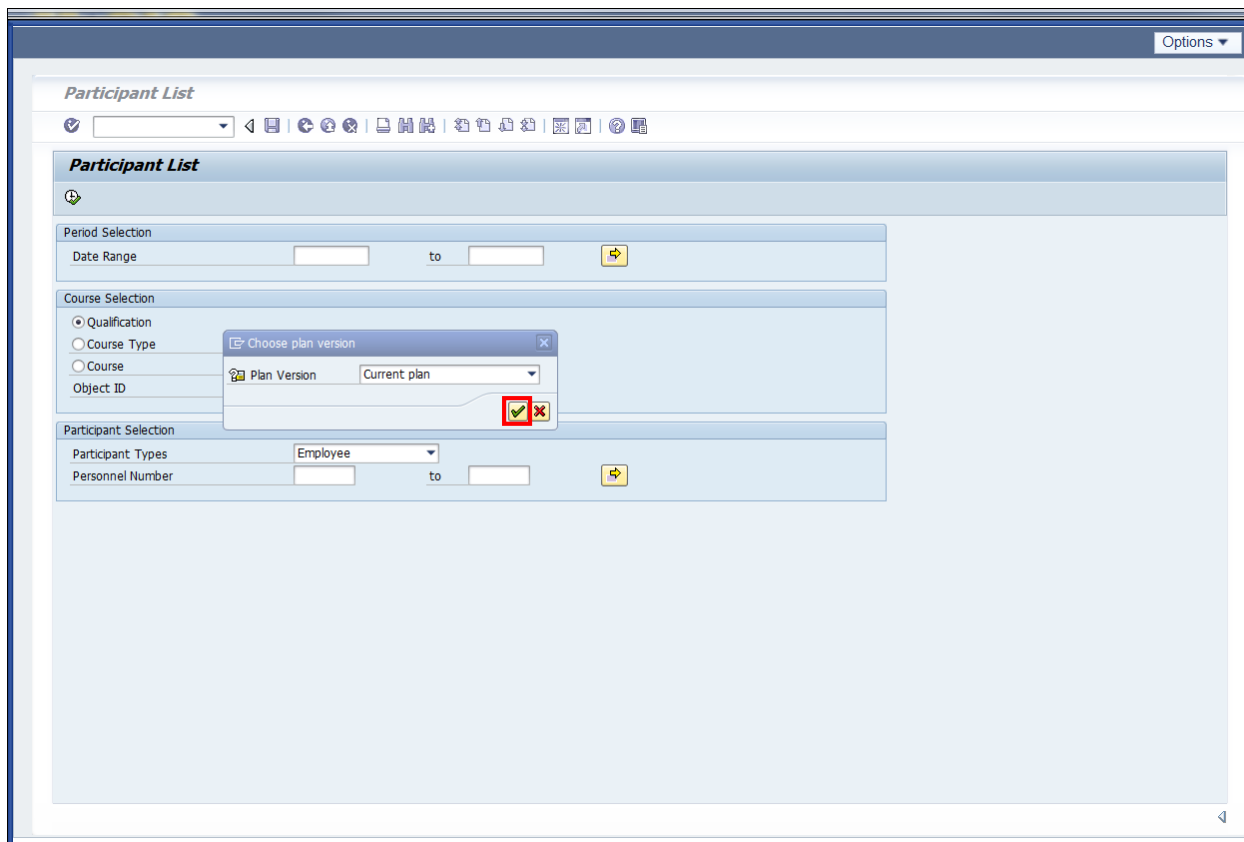
The screenshot shows the SAP Training Administrator interface. The 'Training Administrator' tab is selected and highlighted with a red box. In the left-hand navigation menu, under the 'Follow-Up' section, the 'Print Certificate' option is highlighted with a red box. The main content area displays the 'Worklist of Courses' with a table of courses. The table has columns for Course Name, Status of Course Preparation, Capacity, Start Date, Time, and Location. Two courses are listed: 'SPAHR'S MANAGE CONTRACTS TRAINING' and 'BASIC SUPERVISORY COURSE - CENTRAL'.


Course Name	Status of Course Preparation	Capacity	Start Date, Time	Local
SPAHR'S MANAGE CONTRACTS TRAINING	◇	000	04/22/2016 08:00:00	ROB
BASIC SUPERVISORY COURSE - CENTRAL	◇	000	04/11/2016 08:30:00	ROB

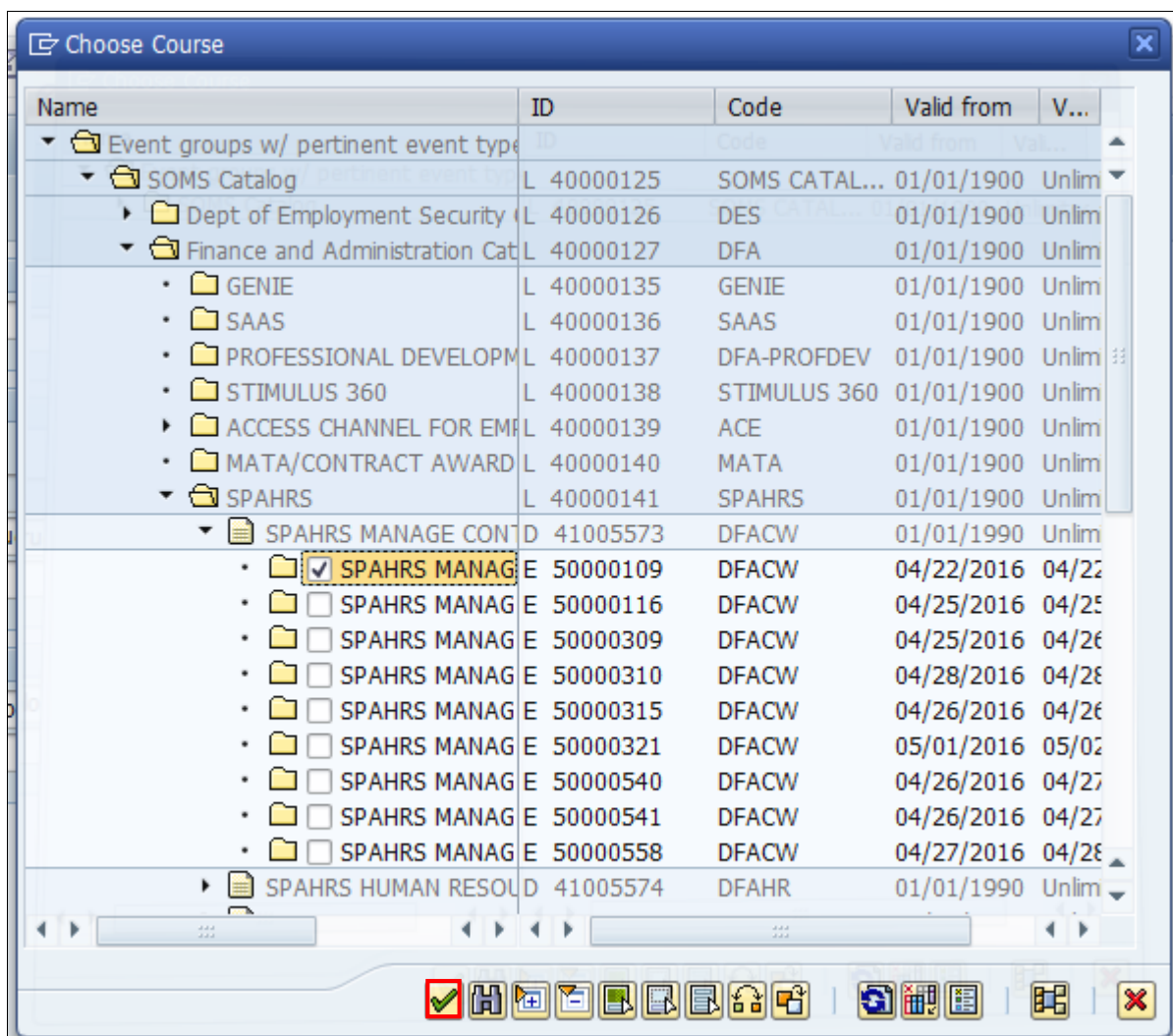
Your Action...	System Response...
2. Select the Courses .	
3. Select Print Certificate under Follow-up.	The Participant List will appear.



The screenshot shows the 'Participant List' selection screen. It includes sections for 'Period Selection' (Date Range), 'Course Selection' (Qualification, Course Type, Course, Object ID), and 'Participant Selection' (Participant Types, Personnel Number). The 'Course' radio button is selected, and 'Instructor-led Training' is chosen from the dropdown menu. The 'Employee' option is selected for Participant Types.

Your Action...	System Response...
4. Select the Instructor-led Training for the Course from the drop down box.	
5. Select the  for Object ID.	The “Choose plan version” window will appear.



Your Action...	System Response...
6. Select the  box for Current Plan.	The “Choose Course” screen will appear.



Your Action...	System Response...
11. Place a check in the box to select the class.	
12. Select the  box.	
13. Select the  execute button on the top of the screen.	The Participant List will appear.


Participant List

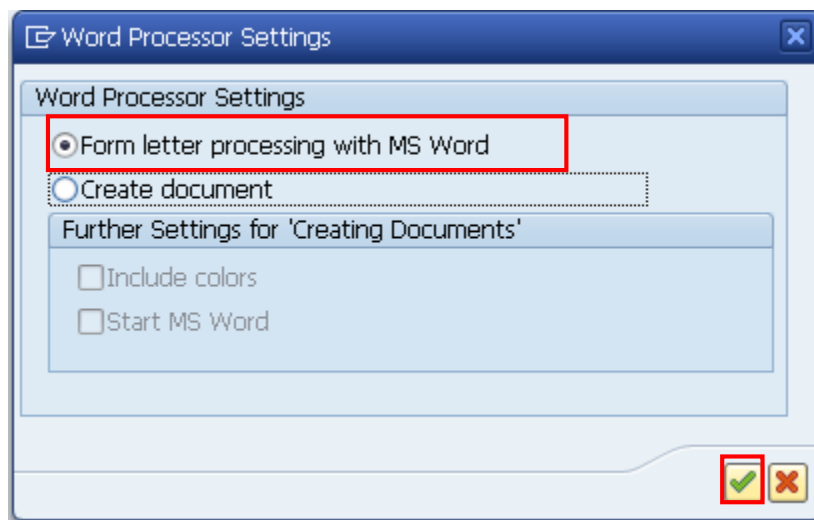



Participant List

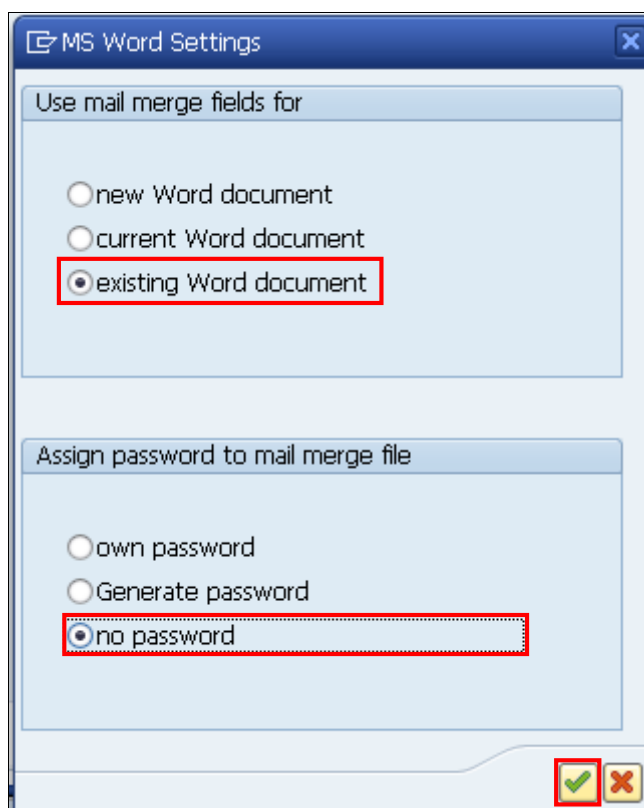
Selection Period: 01/01/1800 - 12/31/9999
Total Participants: 1


DelMethod Long	Object ID	Course/Qualification Name	Start date	End Date	Participant	Attendee I First Name
Instructor-led Training	50000111	BASIC SUPERVISORY COURSE - CENTRAL	04/11/2016	04/15/2016	P	30581931 Catherine

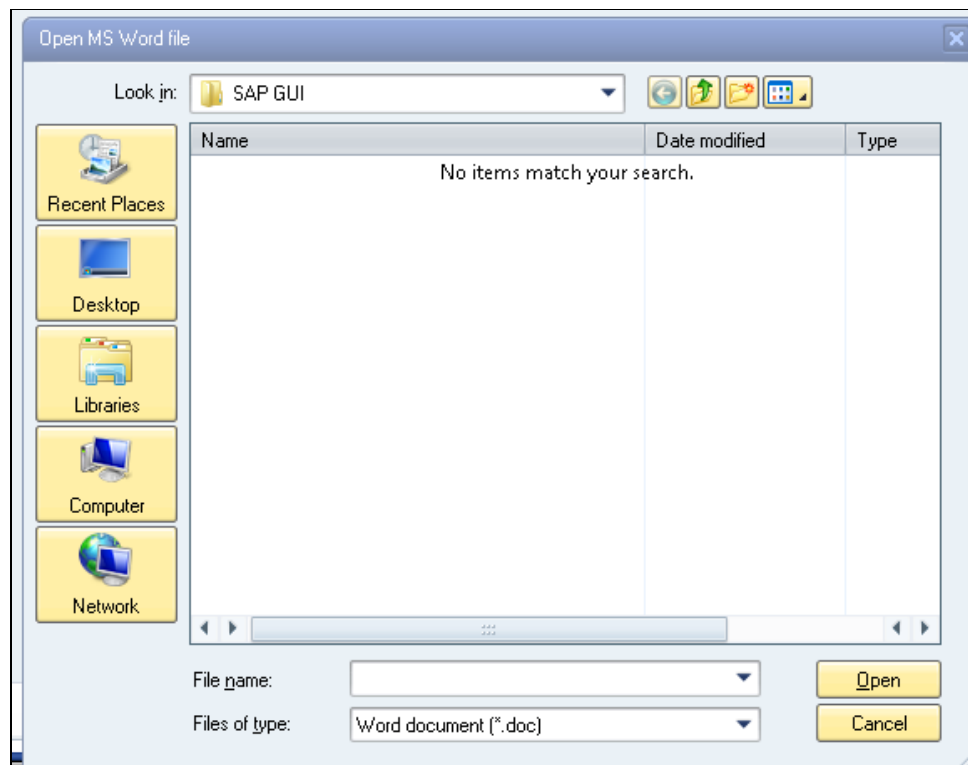
Your Action...	System Response...
14. Select the Word Processing Icon ().	The Word Processor Settings screen will appear.



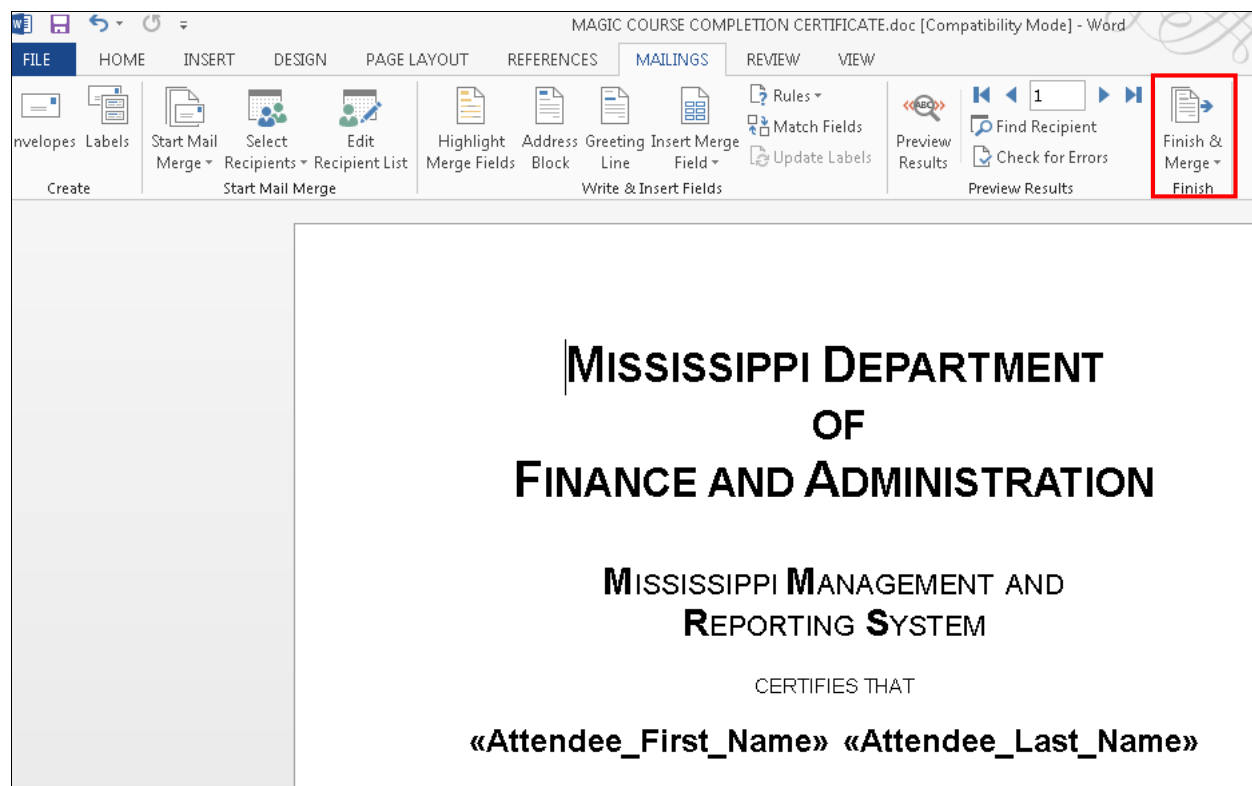
Your Action...	System Response...
15. Select Form letter processing with MS Word and select the  .	The MS Word Settings will appear.



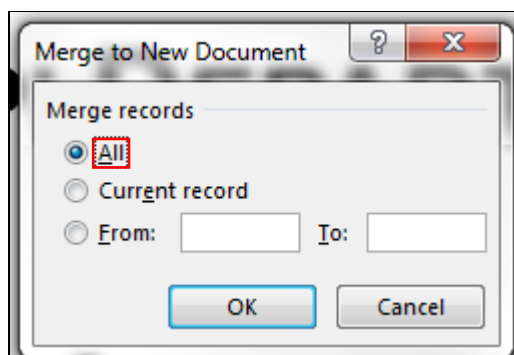
Your Action...	System Response...
16. Select existing Word document and no password and select the  .	The “Open MS Word file” screen will appear.



Your Action...	System Response...
17. Locate the template stored on the computer.	Once the template is selected, the system will open the template.



Your Action...	System Response...
18. Select the drop down arrow on the Finish & Merge button.	
19. Select Edit Individual Documents.	The Merge to New Document screen will appear.



Your Action...	System Response...
20. Select All .	A new Word document will open with all of the attendees and course information included